Interface Identification

To login, type this URL

The Menu Bar provides direct access to the Homepage, Logout, Preferences, and Toggle Tips

Allows users to review requests requiring their approval

Allows users to check the status of a request in progress
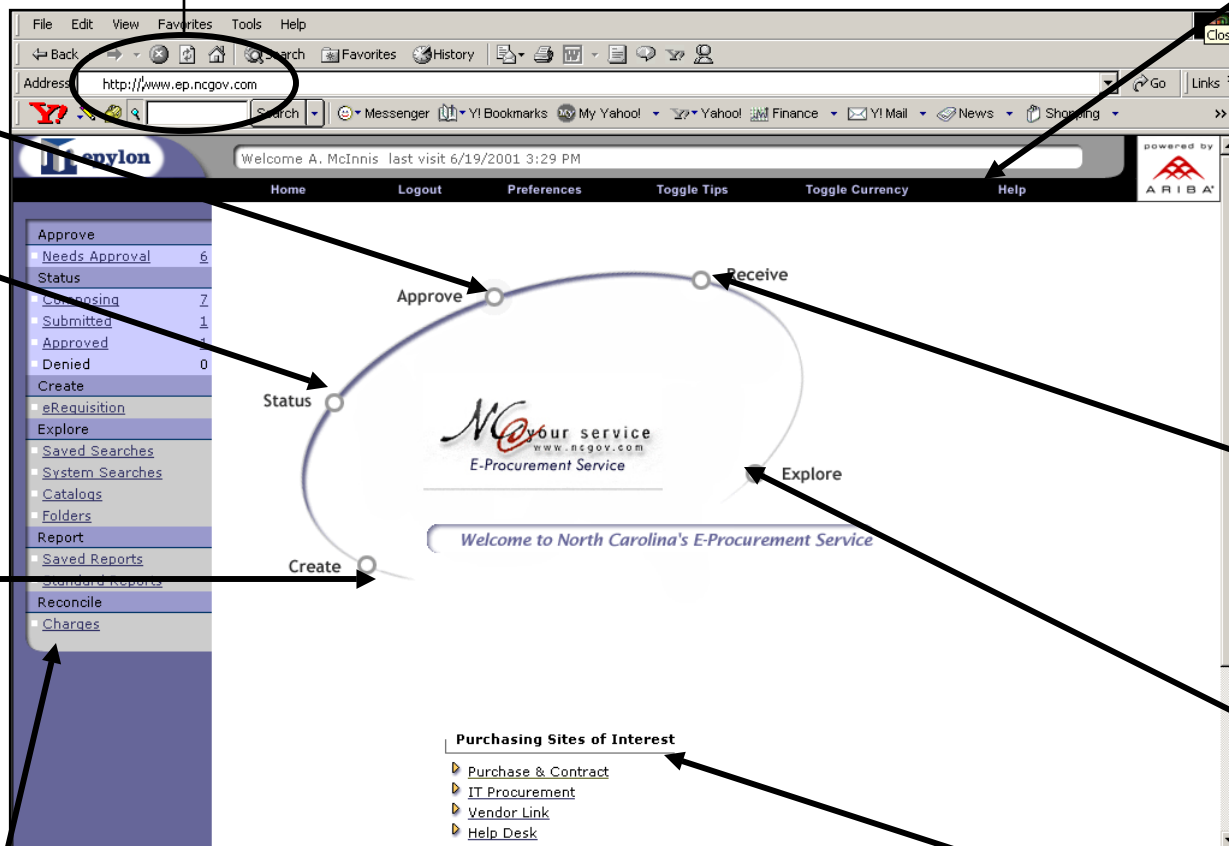
Allows users to acknowledge receipt of requested item

Allows users to create a new eRequisition or eQuote

The Shortcut Menu provides links to screens and status information

Allows users to locate and organize requests

Links to purchasing sites of interest including Help Desk

Call us at 1-888-211-7440
Or email us at ephelpdesk@ncmail.net

Terms and Reports

Navigation Terms and Icons

HUB Icon: Shows if a supplier is a historically underutilized business.

Button: "Clickable" square on the website used to perform functions.

Checkbox: A field is a checkbox only if a checkmark is entered into the field.

Drop-Down Arrow: Located next to fields, this is used to select an option from a list of choices.

Field: Fields are used to enter information.

Additional Choices Icon: Links to a screen that offers more choices for a particular field.

Shopping Cart Icon: Items you select to purchase are stored in the "shopping cart" until your order is completed.

Distributor Icon: Brings up a list of distributors able to fulfill orders for a particular item.

Recycled Icon: Shows if product is made of or contains recycled goods.

Contract Icon: Allows user to view the contract with a particular supplier.

Calendar Icon: Links to calendar where user can select a date.

HUB

Detail

Archive Items

Archive Items

Standard System Reports

Requisition Reports

Requisition Detail

Requisition Summary

Commodity Details

Requisitions to be Approved

Order Reports

Order Summary by Supplier

Return on Investment Reports

Requisition Average Cycle Time Analysis

Requisition Volume Over Time

Catalog vs Non-Catalog Items

Receiving Reports

Items Received

Overdue Orders

Orders Due Soon

Items not yet Received

Please see Reports section of training manual for definitions of these standard reports